### Career Research Assignment Sheet

Good time management is necessary in order to complete this project.

Keep all work in your folder. You are responsible for keeping track of it.

Use various resources.

Your work should be neat – messy will lower your grade. Use this sheet to monitor yourself.



- 1. **Activity** #1 Your ideal career
- 2. Activity #2 -Complete 6 research forms. You are encouraged to do more as you find careers that interest you. If you don't understand what a question is asking for, ask me!
- 3. Activity #3 -Write a business letter to one professional organization. You are to request information on the career you are most interested in a sample letter is provided.
- 4. Activity #4 Find and print information from the internet on 2 of the careers that you research.
- 5. Activity #5 Find and print one classified ad from the internet for each of the careers you found in #3. You can get a web address from me or a resourceful classmate that has surfed and found the right place. There are many sites that you could visit.
- **6.** Activity #6 Interview one person from the career area that most interests you. Use the interview guide sheet. This sheet must be completed and included in your research packet.
- 7. Activity #7 -Give a presentation to your class.

What does my future hold?

### Your Ideal Job Worksheet

Describe your ideal job by writing a narrative report. Make sure you include all the areas listed below:

- 1. What type of work you would do all day.
- 2. Kind of work environment; indoors, outdoors or both.
- 3. Working with people or alone.
- 4. Working with your hands, head or both.
- 5. Earnings potential.
- 6. A set schedule or viable hours.
- 7. Do you want to supervise others?
- 8. What qualities do you have to succeed in this career?
- 9. How do you know you could do this type of work?

Remember when you are writing an essay, you should have an introduction, support paragraphs, and a conclusion.

# **Occupational Information Student Worksheet**

Identify educational requirements, salary, job description, and occupational outlook for six career areas that match your profile by completing the Occupational Information Worksheet. This will total six different worksheets.

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|--|---|--|
| Find out some information about your specific career choices. Make sure you find information in all these areas: |   |  |
| 1.   | Salary (How much does this job pay on the average?):  |  |
|  |   |  |
| 2.   | Educational Requirements (What kind and how much education do you need for this type of career?): |  |
|  |   |  |
| 3.   | Job Description (What do they do?)  |  |
|  |   |  |
|  |   |  |
| 4.   | Occupational Outlook (Are there any job openings for this career, what is the outlook?):          |  |
|  |   |  |
|  |   |  |
| 5.   | Personal Characteristics/Abilities Needed for this Career:  |  |
|  |   |  |
|  |   |  |
|  |   |  |

(OVER)

| 6.  | Advantages:  |
|-----|--|
| 7.  | Disadvantages:   |
| 8.  | Working Conditions (Inside, outside; lifting or not; hours; etc.):     |
| 9.  | Would I be suited to this job and consider it as a career possibility? |
| 10. | At least ONE address where I could find further information:           |
|     |  |
|     |  |

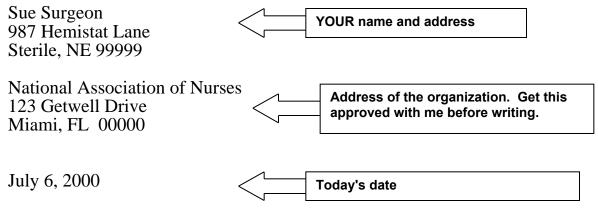
### **Interview Guide**

You can get a great deal of valuable information about the world of work from people employed in various occupations. To identify employed individuals who may be able to supply you with current, comprehensive career information, begin with those persons most easily accessible to you; your family, friends, co-workers, school, and other resources.

| other resources.  |
|---|
| REMEMBER:   |
| You are not asking for a job.  You have the right and the responsibility to yourself to seek information from those who can help you.  Prepare yourself for the information interview by learning as much as you can about the field and the person you will be interviewing.  Prepare a list of questions you want to ask  Be prepared to take notes during the interview.  Express interest and appreciation. |
| Who did you interview?  |
| Where do they work?   |
| What is his/her career?   |
| STANDARD INFORMATION INTERVIEW QUESTIONS:  How would you characterize this career? (Competitive, conservative, rapidly changing, stressful, etc.)   |
| What are your predictions for the future for this career? Is it expanding?  |
| Are qualified workers needed in this field? Where is the greatest need?   |
| What is the potential income for this career? What is the typical starting salary range?  |

| What is a typical day/week like in your job?  |
|---|
| What do you like most about your job? What do you like least?   |
| If you were hiring someone for this job, what kind of person would you hire? What skills and personal attributes are most important? What qualifications would a person need? |
| How did you get into this career? What was your career path?  |
| What personal advice would you give to someone wanting to enter and advance in this career field?   |
| What education or training is required? What courses/major should a person choose? What schools are best to attend?   |
| What are typical mistakes people make that prevent advancement in this career?  |
| FEEL FREE TO MAKE UP YOUR OWN QUESTIONS. BE SURE TO MAKE NOTES OF ANSWERS GIVEN.  Notes on interview:   |

# **Sample Business Letter**

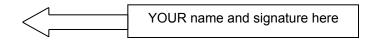


To Whom It May Concern:

In our 9<sup>th</sup> grade English course, we are researching careers. I am very interested in nursing careers and would like more information about the profession. Please send me any information you have available to the above address.

Thank you in advance for your attention to this request.





Sue Surgeon

Use a business font. 12 or 14 pt. Run spell check. Print two – one to send and one to turn

#### **Career Presentation**

You have explored various careers. Now, it is time to find the **one career** of the most interest to you and continue the research into the area. You will need to develop a presentation to deliver to your classmates. This will be the assessment of your knowledge of this career unit. You are only limited by your own creativity and motivation. Take the challenge, apply yourself, and have fun learning!

Following are the requirements of what needs to be included in this project:

# A three (3) minute informational speech which needs to include the following:

- A description of the work the person performs
- Wage/salary (entry level and after established in career)
- What characteristics are needed for a person to be most in this career?
- Educational background needed
- Where can you get the education necessary for the career?
- Advantages / disadvantages of the job
- Career ladder
  - (how does a person get from a starting position to a higher level job with more money, etc.)
- Employment outlook
- Related occupations

Some type of visual - a poster, dress up like the person, PowerPoint, etc.

A written report should be turned in with all the above information included.